DOCUMENT RESUME

ED 167 208 JC 790 152

TITLE	Annual Report, FY 1978.
INSTITUTION	Maryland State Board for Community Colleges, Annapolis.
PUB DATE	78
NOTE	16p.
EDRS PRICE	MF-$0.83 HC-$1.67 Plus Postage.
DESCRIPTORS	Community Colleges; Construction Programs; Curriculum Planning; *Educational Finance; Enrollment; *Enrollment Trends; Financial Support; Grants; *Junior Colleges; Junior College Students; Master Plans; *Resource Allocations; State Aid; State Legislation; Vocational Education
IDENTIFIERS	*Maryland

ABSTRACT

This annual report from the Maryland State Board for Community Colleges outlines information on enrollment, instructional programs, finance, capital construction, the state master plan, legislation, and the Vocational Education Acts Grant for fiscal year 1978. The report reveals that the 1977 opening fall credit enrollment for Maryland community colleges was 84,887, an increase of 6.2% over the previous year; and that part-time students represented 66% and women 56% of the students. A section on the instructional programs lists the ten new programs endorsed during the year, describes program evaluation efforts on state and local levels, and considers continuing education and community and public service activities. The finance section reports that the total net operating expenditures for the 17 community colleges during 1978 were $107,027,716. The average cost per full-time equivalent student was $1,903. Data are also provided regarding the major sources of college revenue and the expenditures by function; the state provides at least 50% of capital funds required for construction on a matching basis for space. Also presented in the report are: specific construction projects and the allocations approved; a summary of the purpose and goals of the statewide master plan for the colleges; legislative bills related to college audits, liability of college officials, senior citizen tuition waivers, and staff collective bargaining; and study projects funded under a Vocational Education Acts grant. (MB)

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Maryland State Board for Community Colleges

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MARYLAND
STATE BOARD FOR COMMUNITY COLLEGES

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ANNUAL REPORT
FY 1978

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ANNAPOLIS, MARYLAND

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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THE JEFFREY BUILDING
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The Honorable Harry R. Hughes
Governor of Maryland
The State House
Annapolis, Maryland 21401

Your Excellency:

The Education Article of the *Annotated Code of Maryland* specifies that the State Board for Community Colleges "shall report annually to the General Assembly on its activities and the activities of the community colleges." In accordance with this provision, the Board is pleased to present herewith its Annual Report for FY 1978.

During this period the growth of the community colleges continued. Enrollment increased 6.2 percent from Fall 1976 to Fall 1977. Each community college in the Statewide system is improving in the scope and coverage of its appropriate programs and in the relevancy of these programs to students and community needs. During this reporting period, five degree and certificate programs at four community colleges were endorsed by the Board. All new programs were in occupational areas.

The State Board for Community Colleges published several major documents in FY 1978. A revision of the *Statewide Master Plan for Community Colleges in Maryland* was accomplished. The Plan conformed with the Executive Planning Process guidelines and was reviewed by the Department of Budget and Fiscal Planning and the Department of State Planning. The Board also published a monthly *Bulletin* on timely topics which was distributed Statewide and to selected nationwide agencies and institutions.

The Board, in concert with community college trustees and presidents of respective colleges, the State Board for Higher Education, and other educational elements, intends to pursue its commitment to operational excellence and relevance to needs, both within its body and within the community colleges. The Board also reaffirms its strong commitment of the necessity for dynamic leadership and local control to reside with the respective local boards of trustees within the framework of policies adopted and administered by it. Only with this commitment can the colleges fulfill their respective obligation to the local communities.

The State Board for Community Colleges will continue to strive to reach the goals contained in the Master Plan as we serve the citizens of the State of Maryland.

Sincerely yours,

Clifford K. Beck
Chairman

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ENROLLMENT

The 1977 opening Fall credit enrollment for Maryland community colleges was 84,887, an increase of 6.2 percent over that of the previous year. Detailed enrollment history and projections are shown in the *Statewide Master Plan for Community Colleges in Maryland Fiscal Years 1979-1984*.

STUDENT CHARACTERISTICS

After a period of rapid growth in the 1960s (25 percent annually), credit enrollment rose at a slower rate in the 1970s (10 percent annually). Even though the growth rate slowed in the 1970s, Maryland still experienced an expansion that exceeded that for community colleges nationally (9 percent annually). Approximately two thirds of all freshmen and sophomores in Maryland's public colleges are enrolled in community colleges. As important as the changes in total enrollment are changes that have occurred in the composition of the student body. The last year in which full-time students were a majority was 1970. Part-time students account for 82 percent of the growth since 1970 and now represent 66 percent of all community college students. The number of women enrolled in community colleges has also increased dramatically. Women account for 71 percent of the growth since 1972 and now represent 56 percent of all community college students.

A follow-up study was conducted in FY 1978 to help assess student goals and outcomes. Questionnaires were sent to 23,199 persons who were first-time students in Maryland community colleges, Fall 1974. The major findings included:

- Only 58 percent of the respondents held an AA goal, and 34 percent came for "courses of interest";
- Sixty-three percent stated that they achieved their educational goal;
- While 57 percent were employed full-time, 79 percent were employed full-time when their goal was career development;
- While 34 percent transferred, 76 percent transferred when their goal was transfer;
- Eighty-nine percent stated that they would recommend their community college to a friend.

The student follow-up study will be repeated in FY 1980, surveying the students who entered college in Fall 1976.

INSTRUCTIONAL PROGRAMS

Maryland community colleges offer both associate degree and certificate programs. Increasingly the emphasis on community college level programs is in the occupational area. Five degree and certificate programs at four community colleges were reviewed and endorsed by the State Board for Community Colleges during the 1977-1978 academic year. All new programs were in occupational areas.

The new programs endorsed by the Board for the 1977-1978 academic year are as follows:

Chesapeake College	Home Furnishings Aide	Certificate
Dundalk Community College	Retail Floristry (Regional)	Certificate
Essex Community College	Travel Agent Assistant	Certificate
	Respiratory Therapy	Certificate
Wor-Wic Tech Community College	Nursing, Registered	Associate

In addition, the following programs were designated as regional:

Community College of Baltimore	Physical Therapy Assistant	Associate
	Dental Hygiene	Associate
	Respiratory Therapy	Associate
	International Trade/ Harbor Management	Certificate; Associate
Dundalk Community College	Labor Studies	Certificate; Associate

PROGRAM EVALUATION

During the past several years the State Board for Community Colleges, in cooperation with a number of other groups and agencies, has been developing a program evaluation system. The system consists of two levels of analysis. Level I analyses, conducted at the State level, consist of identifying programs for further evaluation based on a review of quantitative data. Utilizing the computerized Program Data Monitoring System, the Board staff reviews a variety of data pertaining to community college instructional programs.

Following identification of specific programs by the Board, each community college will conduct a Level II, qualitative, in-depth analysis. Following a college review, a report of this local evaluation is to be forwarded to the Board. After consideration by the Board, a summary of the total evaluation will be forwarded to the State Board for Higher Education, the Maryland State Advisory Council on Vocational-Technical Education, the Division of Vocational-

Technical Education of the State Department of Education, and other State agencies. Thirty-seven programs received a qualitative review at the local level.

CONTINUING EDUCATION AND COMMUNITY AND PUBLIC SERVICE ACTIVITIES

Continuing education and community and public service activities have emerged among the most vital components of Maryland's comprehensive community college system. Continuing education includes courses for citizens intending to upgrade an existing talent or to acquire new skills required in the labor market. Community and public service activities include workshops, seminars, and lecture series dealing with key political, social, and economic issues facing our communities. The range of curriculum development allows each college to work toward the solution of major problems in its community.

The Board coordinates and assists each college in its development of high-quality continuing education/community service curriculum. During this fiscal year some 90,000 Maryland citizens completed approximately 4,000 continuing education and community and public service courses. In addition, hundreds of thousands of Maryland citizens participated in and attended concerts, plays, workshops, and other related activities sponsored by the colleges. Noncredit curriculum in the community college addresses not only the traditional academic needs of the citizenry of Maryland but also has the flexibility to be able to address public concerns dealing with such areas as consumerism, health related issues, and human development.

Continuing education provides high-quality, low-cost programming which aids students in all realms of their everyday existence. The Board assists each college in issues related to funding, curriculum development and evaluation, and program articulation. Conceptualizing the ideals involved in a lifelong learning process is one of the major objectives of the Board.

FINANCE

Total net current operating expenditures for the seventeen community colleges during FY 1978 were $107,027,716. The average cost per full-time equivalent student was $1,903. A summary of the major sources of revenue for each community college in FY 1978 follows:

College	Student Fees and Tuition	State Aid	Local Contributions	Other Revenues
Allegany	$ 1,059,727	$ 1,280,253	$ 700,000	$ -
Anne Arundel	2,339,278	3,345,982	1,886,740	-
Baltimore	2,774,403	5,090,168	3,033,698	57,520
Catonsville	3,071,268	4,902,688	3,784,182	102,895
Cecil	291,662	558,145	450,200	10,406
Charles	888,510	1,601,156	913,381	291,557
Chesapeake	361,189	1,002,423	583,228	153,164
Dundalk	608,938	1,506,896	1,900,870	49,424
Essex	2,548,391	4,096,006	3,277,150	80,261
Frederick	582,733	872,328	757,752	9,922
Garrett	183,786	655,599	429,643	12,752
Hagerstown	783,450	1,211,296	831,250	41,011
Harford	2,052,856	2,087,415	1,622,520	106,504
Howard	728,689	1,164,137	1,000,000	22,473
Montgomery	7,523,489	6,970,544	8,171,977	593,550
Prince George's	4,270,542	7,430,962	3,414,495	318,832
Wor-Wic Tech	145,340	350,647	178,511	50,229
Totals	$ 30,214,251	$ 44,126,645	$ 32,935,597	$ 1,900,500

Source: SBCC-CC-4

In addition to the above sources of revenues, community colleges receive revenues from the federal government, auxiliary services, and grants.

The following information summarizes total expenditures and percentage by function of total educational and general expenditures for FY 1978. The total net current operating expenditures are shown, as well as the percent of distribution.

College	Net Current Operating Expenses	Instruction	Instructional Resources	Student Affairs	Plant Operation and Maintenance	General Administration	General Institutional	Other
Allegany	$ 3,122,100	62%	6%	6%	7%	8%	12%	-%
Anne Arundel	7,991,121	63	5	6	13	10	3	-
Baltimore	10,955,789	58	4	8	16	14	-	-
Catonsville	11,861,033	51	6	10	15	4	13	-
Cecil	1,284,937	51	6	12	14	6	9	2
Charles	3,647,320	43	8	7	17	10	7	8
Chesapeake	1,822,587	44	5	10	26	11	4	-
Dundalk	4,060,709	45	8	12	15	7	14	-
Essex	9,971,348	53	5	10	15	6	12	-
Frederick	2,219,792	57	8	6	15	11	3	-
Garrett	1,259,881	48	11	7	16	8	9	-
Hagerstown	2,968,506	51	5	8	8	14	14	-
Harford	5,021,551	63	7	5	15	6	4	-
Howard	2,913,999	50	8	8	18	14	3	-
Montgomery	22,035,412	49	7	7	14	12	11	-
Prince George's	15,253,982	59	4	9	13	13	3	-
Wor-Wic Tech	637,649	63	-	10	-	21	12	-
Totals	$107,027,716							
Statewide Average		54%	6%	8%	14%	10%	8%	1%

Percentages may not add to 100% due to rounding.

Source: SBCC-CC-4

CAPITAL CONSTRUCTION

The State provides at least 50 percent of capital funds required for community college capital construction on a matching basis for space which is eligible under the State Construction Guidelines. In some instances, community colleges are eligible for more than 50 percent State aid based upon the level of State support for local school systems. Regional community colleges are eligible for up to 75 percent in State aid. Based upon this formual, the General Assembly has authorized $103,000,000 in State capital construction bonds for community colleges in the period FY 1962 through FY 1978. Of this total, $93,353,661 has been allocated to the community colleges through June 30, 1978. A summary of allocations approved for community colleges during FY 1978 follows:

College	*Project*	*State Aid*
Anne Arundel	Theatre Arts Building - Design and Construction	$ 395,218
Catonsville	Additions to Energy Plant - Design and Construction	158,219
Catonsville	Addition to Administration/Faculty Building - Furniture and Equipment	13,923
Cecil	Physical Education Building - Additional Funds	137,607
Dundalk	Humanities/College Services Building - Design, Construction, Furniture and Equipment	1,570,604
Hagerstown	Vehicle Maintenance Building - Design and Construction	22,435
Hagerstown	Access Road and Parking Lot - Design and Construction	11,217
Harford	Conversion of Old Library - Design	9,356
Howard	Conversion of Main Building to Learning Resource Center - Construction	174,500
Montgomery: Germantown	Physical Education Building - Construction	455,749
Prince George's	Learning Resource Center - Design	95,000
	Total	$3,043,828

MASTER PLAN

The State Board for Community Colleges revised the *Statewide Master Plan for Community Colleges in Maryland* in FY 1978. The general purpose of the Plan is to combine aims with previous experience to build a proposed course of action for Maryland colleges. The Plan communicates the intentions of the Board and provides a guide for coherent decision making. The Plan presents completely revised enrollment, facilities, and financial projections. Also included is a comprehensive appendix of policy and data references.

The Master Plan sets forth six major goals for the community colleges:

- To provide a basic education in the liberal arts;
- To provide quality comprehensive career programs, courses, and student services;
- To provide quality comprehensive transfer programs and student services;
- To provide quality continuing education courses and community service activities;
- To provide equal access to community colleges for eligible Maryland citizens;
- To provide efficient community college operations without impairing the quality of services.

Each goal contains specific objectives, strategies, and time frames as appropriate.

In the original *Statewide Master Plan for Community Colleges in Maryland,* the commitment was made to update the Plan annually. In addition, the Governor of Maryland has ordered all State agencies to participate in the Executive Planning Process which assists the General Assembly and the Executive Department with long-term and short-term planning used in the development of the State Budget.

The community college Master Plan will be revised again in FY 1979.

LEGISLATION

The 1978 Session of the Maryland General Assembly dealt with a wide variety of community college issues. Of the measures enacted by the Legislature and approved by the Governor, a bill to elucidate the requirements relative to community college audits (H.B. 1018) is of most significance. The Act requires review of audits by the State Board for Community Colleges and an annual report to the Legislature by the Legislative Auditor's office. The State Division of Audits is also authorized to conduct the audits under certain circumstances.

Also enacted into law were bills to provide for the liability of certain community college officials (S.B. 594), a revision to the senior citizen tuition waiver provision (S.B. 850) and authorization for collective bargaining by employees of Montgomery Community College (H.B. 2133). In addition, provisions relating to small and regional colleges were altered (H.B. 1496, S.B. 845), and reciprocity was established with West Virginia for certain students (S.B. 545).

A measure to establish "chargeback" for designated regional and Statewide programs was not acted upon favorably (H.B. 1406).

VOCATIONAL EDUCATION ACTS GRANT

A grant to study various aspects of postsecondary occupational education in Maryland was awarded to the State Board for Community Colleges by the Division of Vocational-Technical Education, State Department of Education. Funds were made available under Public Law 94-482.

The study projects, which address areas identified by the *Statewide Master Plan for Community Colleges in Maryland*, are:

- Improvement of articulation of occupational programs at the secondary and postsecondary levels;
- Development of a management information system for occupational programs;
- Implementation of a system for the evaluation of occupational programs in Maryland community colleges;
- Improvement of the quality of orientation, advisement, counseling, career development, and placement of occupational students in Maryland community colleges;
- Development of a model for a cost benefit study of Maryland community colleges;
- Establishment of limited funding for regional and Statewide programs.

The studies conducted with these funds contribute greatly to the improvement of occupational education in Maryland.

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